

## **STUDENT/PARENT FUNDRAISING ACTIVITIES**

The Board recognizes that it is responsible for providing through the budget process the resources necessary to support the instructional program of each school. However, the Board acknowledges that student or parent organizations may wish to engage in fundraising in order to support and enrich the instructional program, to provide activities, to fund social events and/or student travel, to benefit the school or community, or for humanitarian purposes.

It is the purpose of this policy to provide guidelines for student participation in fundraising activities.

### **A. Fundraising Guidelines**

The following general guidelines apply to fundraising by student or parent organizations. These guidelines and additional considerations shall apply to student participation in fundraising conducted for other purposes.

1. All fundraising activities must be approved in advance by the building principal. There must be sufficient educational or financial benefits to the school and/or students to justify the fundraising activity.
2. Student fundraising activities must be supervised by a building administrator, teacher, activity advisor or parent organization. (“Activity advisor” may be a school employee or a non-school adult.)
3. The activity must be one in which schools and students may appropriately engage, and must not subject the schools or students to unnecessary risk or responsibility. In the event there is a question regarding the appropriateness of a proposed activity or the proposed fundraising activity is one that is new to the school system, the building principal shall consult with the Superintendent.
4. Participation by students shall be voluntary.
5. The activity must not be unduly demanding of student or staff time or work. When feasible, neither students nor staff should miss instruction time to plan or implement fundraising activities, acquire, demonstrate or distribute products, solicit sales, or to collect or record monies. Students and staff are encouraged to limit participation in fundraising activities to non-instructional time, such as lunch periods and before and after school.
6. There shall be no mandatory quotas for product sales or donations.
7. Class time used for distribution of promotional materials should be avoided or kept to a minimum as determined by the building principal.
8. Students participating in fundraising activities are expected to conduct themselves in accordance with Board policies, school rules and the student code of conduct.
9. In the interest of student safety, activities involving door-to-door solicitation by elementary level students are discouraged. Parent supervision if door-to-door solicitation occurs is to be encouraged.

10. The building administrator and teachers or advisors supervising fundraising activities will be responsible for the collection, monitoring, deposit into student activity accounts, and disbursement of fundraising in accordance with the district accounting practices, and Student Activities Funds Management.

### **B. Solicitation of Funds By and From Students for Humanitarian or Charitable Organizations**

Student or parent fundraising may be conducted to benefit humanitarian or charitable organizations or purposes only as follows.

1. The fundraising activity of charity drive must be sponsored by a recognized school club, student or parent organization and approved in advance by the building principal.
2. The activity or drive must be supervised by a building administrator, teacher or parent organization.
3. Any instructional time used for fundraising activities or solicitations should be kept to a minimum.
4. Participation in or donation to any fundraising activity shall be optional. Under no circumstances will any student be compelled to participate or donate, or be penalized for not participating or donating.
5. Fundraising activities must be conducted in accordance with the guidelines in Section A of this policy.
6. The building administrator, teacher, or parent organization charged with supervising the fundraising activity or drive will be responsible for the collection, monitoring or disbursement of funds raised. Use of any student activity account must be in accordance with district accounting practices, and Student Activities Funds Management.

### **C. Use of Students in PTO/Parent Group Fundraisers**

The Board recognizes that PTO's and other parent groups may wish to involve students in fundraising activities. The following additional provisions apply to student participation in such activities.

1. Any fundraising activity sponsored by a PTO or other parent group that involves student participation must be approved in advance by the building principal and be conducted in consultation with the building principal and staff.
2. Participation should provide a positive experience for students.
3. Participation by staff and students shall be voluntary.

4. Any instructional time used for fundraising activities or solicitations should be kept to a minimum.
5. All activities must be conducted in accordance with the fundraising guidelines in Section A of this policy.

**D. Coordination of Fundraising Activities**

PTO's, boosters and other parent groups are encouraged to coordinate their fundraising activities with student organization-initiated fundraisers in order to avoid burdening local businesses and the community.

The Board encourages the use of a fundraising calendar at each school to assist in spreading fundraisers over the school year.

Any exceptions to this policy must be approved by the building principal.

*Cross Reference:                      EFE-Competitive Food Sales*

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